

ILEC *career preparation workshops*



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FOR THE SOLE PROMOTION OF
INTERACTIVE LEARNING AND
EDUCATION CONSULTING

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Interactive Learning and
Education Consulting, Inc. (ILEC)

THE CHRONICLE OF ILEC

Vision. Strategy. Execution. That, in essence, describes the origin and present existence of Interactive Learning and Education Consulting. It began with one moderate exercise offered at Ferris State University in 1999 by Andrei Nichols (M.S., Education – Ferris State University), who later collaborated with Carl King (B.A., Sociology – Southern University) in 2005. Together they created an assortment of interactive presentations for learners based on the need of advocating for student development and achievement. They also envisioned a great business opportunity that would provide true success for all those involved.



WHAT WE DO

Interactive Learning and Education Consulting is a full-service, "one-stop-shop" for educational resources with experienced education consultants throughout the U.S. We are able to address complex issues relevant to the overall efficiency of students, faculty, and staff, and reposition that very concern back in front of them whereby the solutions are clearly defined based on the critical assessment of weighing consequences. ILEC specializes in offering various workshops, staff developments, consulting, program/curricula development, and interactive presentations for schools and social programs. Each service is designed to assist your institution to meet its core needs and objectives. Our intent is to be considered an educational "hub" of your community; we are here to be a part of your success and growth.

ILEC'S CAREER PREPARATION WORKSHOPS

ILEC's Career Preparation Workshops are designed to assist job seekers in fine tuning their job search, and equipping them to be knowledgeable of the various aspects of planning for a new job opportunity. Upon completion of these workshops, job seekers will be honed in the dynamics of finding a job and how to assess if they are on the right track.

All workshops offered by Interactive Learning and Education Consulting are specifically designed to achieve outlined, core objectives and address critical aspects of the job search. The following are some of the career preparation presentations currently available and offered by ILEC

THE POWER OF NETWORKING

Narrative: In almost every job search tip column and book there is a section dedicated to networking, taking us back to the age old debated quip "it's not what you know, it's who know." Some agree and some disagree, but research has in fact proven that people you know can often be the key to unlocking your way into a company. It is important to understand why networking can help you, as well as how to establish and expand your professional network.



Basic Subject Matters of Importance: The essence of networking; becoming a resource; how/who to stay in touch with; where to begin with expanding your network



DRAFTING THE EFFECTIVE COVER LETTER

Narrative: The cover letter accompanying a resume creates a first impression of an applicant and motivates the employer to read the applicant's resume. It is vital that job applicants write a strong, clear and concise cover letter that stands out and ensures the applicant is noticed and is granted an interview.

Basic Subject Matters of Importance: The function of the cover letter; tips for creating the effective cover letter; mistakes to avoid

MAXIMIZING THE INTERNET IN YOUR JOB SEARCH

Narrative: A successful job search uses a combination of tools to find work. Using the internet for all the additional functions that enhance your job search - such as career assessment, company research, relocation, salary negotiation, and networking – is a growing trend and must be learned by all job seekers.

Basic Subject Matters of Importance: Exploring "lesser known" on-line job boards; utilizing social networking sites; posting your resume on-line

HOW TO WORK WITH A RECRUITER

Narrative: While we cannot change the time required for an effective job search, there are some tips for working with recruiters to get the most out of your time. Understanding the dynamics of this relationship will allow for greater accountability and a better take on what to expect.

Basic Subject Matters of Importance: How to determine if you should work with a particular recruiter; taking the initial interview; how to sell yourself; “Show me the money!” (What a recruiter can do for you.)

PROFESSIONAL JOB FAIR ETIQUETTE

Narrative: Job fairs provide you with an opportunity to make face to face contact with many employers. At some fairs you also have the opportunity to interview for open positions. Knowing how to migrate through job fairs and establish meaningful relationships is critical to the job search.



Basic Subject Matters of Importance: Strategy and preparation for the fair; engaging prospective employers in conversation (introductory statements); taboos to avoid; showing assertiveness



NEGOTIATING SALARY

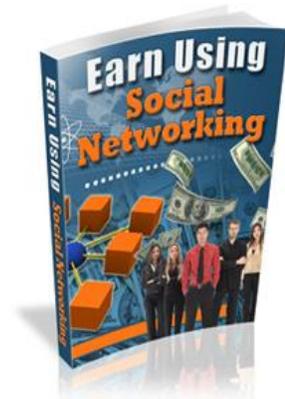
Narrative: It's all negotiable. Every new job - every performance review, in fact - is an opportunity to negotiate base salary, various kinds of bonuses, benefits, stock options, and other incentives that add to job satisfaction and provide financial security. Taking control of your job search before your job offer and conducting a smart search that takes into account more than just financial considerations can also lead to that elusive condition called happiness.

Basic Subject Matters of Importance: What is – and what’s not – negotiable; when to discuss money; countering; learning about your net worth along with the going rate for the job you are seeking

ON-LINE SOCIAL NETWORKS: THE PROS AND CONS

Narrative: Participants of this workshop will learn the pros and cons of social networks, and the long-term dangers that exist when the internet is not used appropriately.

Basic Subject Matters of Importance: Detriments of negative and/or explicit content on social network web sites; information being assessed by employers; how to make social networking sites work in your favor for employment purposes



DRAFTING THE EFFECTIVE RESUME

Narrative: Simply stated, resumes help get us interviews. It is the document that introduces you to employers. Resume writing techniques should not be thought of as correct or incorrect, but as effective or ineffective. Effectively written resumes assist us in getting the interviews we want.

Basic Subject Matters of Importance: Sections of the resume (i.e., Summary, Technical Skills, Professional Experience, Education); how technology has been infused in the hiring process; key words and phrases; esthetic look

CREATIVE WAYS OF FINDING A JOB



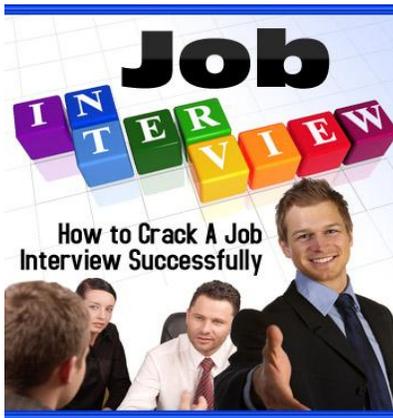
Narrative: If you were to do a research paper on the topic of “How to Find a Job”, you may become overwhelmed with how much information and insight would be brought to your attention in a matter of seconds. However, there are certain practices which are basic in nature and should be implemented in your job search.

{Use all the tools at your disposal, from networking, the Web, and email, to the fax and phone.}

Basic Subject Matters of Importance: Cold calling/emails; maximizing networks – both on and off line; searching “lesser known” job boards; knowing which newspapers/magazines to follow

PREPARING FOR THE TOUGH JOB INTERVIEW QUESTIONS

Narrative: The interview is pretty important so you still have some work to do before you can get the job. There is more to an interview than simply sitting and answering questions. You have to be able to sell your strengths and skills - both verbally and non-verbally.



Basic Subject Matters of Importance: Projecting confidence; what employers are assessing by asking the "strange" questions; three basic types of interview questions (personal, situational, professional/technical)

PREPARING FOR THE JOB INTERVIEW

Narrative: The interview is your chance to let the prospective employer see what an asset you would be to the company. You are on stage for thirty minutes and in this length of time you have to present yourself as the prime candidate of choice.

Basic Subject Matters of Importance: Tailoring your resume for the position; proper attire; researching the company; being motivated; manners; follow-up



THE 2ND INTERVIEW: HOW TO CLOSE THE DEAL

Narrative: "So, when do I start?" A question like that is about as aggressive as you can get at the close of the interview. It may knock the interviewer for a loop and appear to be overly aggressive, but some people think of it as closing the sale. For some people it has worked. For others this approach may not feel comfortable, or have the same effect. Your comfort level with the close - whether you are aggressive, passive and polite or somewhere in between - will depend on your personality, the interview situation and the job for which you are applying.

Basic Subject Matters of Importance: Various closing techniques; "testing" the waters and finding out where you may stand with the interviewer; how to move the hiring process forward; formulating rebuttals



LIFE ON THE JOB: APPROPRIATE OFFICE ETIQUETTE

Narrative: Office etiquette (or office manners) is about conducting yourself respectfully and courteously in the office or workplace - first impressions are important! You are the ambassador/s of the business!

Basic Subject Matters of Importance: Dignity; attire; hygiene; interpersonal skills; dating in the workplace